



**LA TROBE**  
UNIVERSITY

**Faculty of Health Sciences**

**Nursing and Midwifery**  
**2009 Student Manual**

# Division of Nursing and Midwifery

## 2009 Student Information

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# **Introduction to the Division of Nursing and Midwifery**

## ***Welcome from the Head of Division Professor Gerald Farrell***

Welcome

We are committed to providing leadership in education, research and scholarship to advance the health and well-being of individuals and the community.

The Division of Nursing and Midwifery has a proud history. It was one of the early pioneers in nursing education in Australia. Its origins can be traced back to the College of Nursing (now the Royal College of Nursing, Australia), founded in 1948.

Our mission is to develop new graduates, who are honest, caring and competent in contemporary nursing and midwifery practice. We encourage students to be curious and to appreciate the importance of learning and careful systematic inquiry and evaluation throughout their careers, to ensure care meets best practice standards, locally and internationally.



I wish you well in your studies and I look forward to meeting you in person.

Professor Gerald A. Farrell

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## Course Administration

### ***Common First Year***

Relevant to students who commenced their enrolment for the first time in 2009 in either the Bachelor of Nursing or Bachelor of Nursing/Bachelor of Midwifery with exception of the units NSG1ENC & MID1PRE. Also relevant to any other student who is completing a unit that is part of the Common First Year (any year 1 unit that does not commence with the codes NSG1 or MID1).

Students enrolled in the Common First Year will be administered by a *Common First Year Team* and may have differing processes from those outlined in this document. Students in this category are advised to check the *Common First Year LMS site* for processes relevant to their enrolment as well as contact details of staff within the *Common First Year Team* for queries pertaining to the Common First Year.

### ***Staff***

A majority of the Division of Nursing and Midwifery staff who are involved in Undergraduate teaching and administration are located on the 3<sup>rd</sup> level of the George Singer building at the Bundoora Campus. Others are located at the various Clinical Schools and relevant Regional Campuses. Please feel free to contact staff whenever you need assistance. (See contact details below.) Remember that academic staff have a variety of commitments and hence may not be readily available at times. Most staff have a noticeboard, outside their offices as well as voice-mail. Please leave a message, including your name, telephone number, date and time, as well as times when you may be contacted. Tutors who are not permanent members of staff may be contacted via the unit co-ordinator.

Staff at the Albury Wodonga Campus are located in the Faculty of Health Sciences Building, La Trobe University, University Drive, Wodonga.

Staff at the Bendigo Campus are located in the Health Sciences Building, Sharon Street, Bendigo

Staff at the Mildura Campus are located at Brian Grogan Building, Benetook Ave, Mildura

Staff at the Shepparton Campus are located on the 1<sup>st</sup> floor of 127 Welsford Street, Shepparton.

### ***Course Advice***

Advice regarding your enrolment and progress in the course may be obtained from the Course Administrator, the Undergraduate Campus Student Advisor, the Course Co-ordinator.

### ***Contacts***

#### **Albury Wodonga Campus Undergraduate Student Adviser (UCSA) 2009**

Yolanta McLaughlin	Room 6120	02 6024 9707
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#### **Bendigo Campus Undergraduate Student Adviser (UCSA) 2009**

Diana Guzys	HHS 238	5444 7571
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#### **Bundoora Campus Undergraduate Student Adviser (UCSA) 2009**

Sharon Gan	GS 305	03 9479 5923
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administrative staff. This site contains current student forms, tutorial allocations and important updates that the Division may wish you to be informed about.

## ***OASIS – A/W and BU students ONLY***

**Not relevant to first year students in the Bachelor of Nursing or Bachelor of Nursing/Bachelor of Midwifery with exception of the units NSG1ENC & MID1PRE**

OASIS (On-Line Automated Student Input System) allows students to choose their own timetable, rather than having times selected for you. In other words, students can select when they will undertake particular classes in units that offer multiple tutorial and practical session times. However some careful thought and planning is required before using the system. If you do so, you will find the task a simple and rewarding one.

The exact date and time of when OASIS will be available will be posted on the LMS. You should not attempt to select classes prior to this time as any data entered will not be stored and you will have to re-enter it after the designated date.

Your Initial Obligations Please do not commence to use OASIS until you know:

- the exact units you are enrolled in;
- which combination of lectures, tutorials, practical sessions, etc. are used for each unit;
- at what times each of these sessions are held;
- whether there are alternative times for different sessions; and
- what time commitments/constraints you have.

## **Changing Groups**

OASIS is only active during a set period of time (normally the week prior to start of semester). If students need to change a tutorial or practical class after the close of OASIS, they need to contact the relevant Unit Team Leader. Students may also need to find another student to swap groups with.

## **Trouble Shooting with OASIS**

If students experience difficulties with OASIS they need to contact the Bundoora Undergraduate Courses Officer, Mr Dominic Eyre via email: [d.eyre@latrobe.edu.au](mailto:d.eyre@latrobe.edu.au) for Albury-Wodonga Campus contact the Student Services Officer, Ms Anne Bowran via email: [a.bowran@latrobe.edu.au](mailto:a.bowran@latrobe.edu.au)

## ***Timetables***

Examination timetables are posted on University Noticeboards and the University website four weeks prior to examination week. Class Timetables for Bundoora, Albury-Wodonga, Mildura and Shepparton Campus students are available via LMS Administration.

Students studying at Bendigo may access the timetable on the University website at <http://www.latrobe.edu.au/bendigo/timetables.html>

**Assessment/Examination timetables are NOT mailed to students – it is your responsibility to obtain relevant information from notice boards and the University website or Divisional LMS sites.**

## ***Extensions***

Extensions for assignment submission are not automatically granted. Students who wish to apply for an extension must contact the Unit Team Leader before the due date. Administration staff

**cannot** give approval for an extension. An assignment submitted after the due date without an extension having been granted will incur a penalty of 5% per working day of the total possible mark for the piece of assessment in question. If you have not received an extension, no assignment will be accepted after three working days beyond the due date and as a result, a fail grade will apply. Applications for Extension forms are available from reception or via LMS Administration Site.

### ***Remarking of Assignments***

Students who request to have their assignments remarked must download a request to remark form from the LMS Administration Site. Students must complete this form and make an appointment to see their Unit Team Leader to review their request. Requests for remarking should be lodged with the Unit Team Leader within ten working days of the receipt of the result (s) in question.

### ***Difficulties with study***

If you are experiencing difficulty with a unit of study or with the course in general, we may be able to help you. Please seek advice as quickly as possible so that, wherever possible, appropriate action can be taken.

If the difficulty relates specifically to a unit, please see the Unit Co-ordinator who may then refer you elsewhere for assistance.

If the difficulty is more of a general nature then it is recommended that you discuss your concerns with one of the Student Administrators, a Study Skills Advisor or the Undergraduate Campus Student Advisor or Postgraduate Course Coordinator who will provide other referrals as necessary.

### ***Special consideration***

In event of personal difficulty or distress that may interfere with your studies it is recommended that you complete an Application for Special Consideration in respect of relevant unit assessment. The Special Consideration is noted on your transcript of results and taken into account at the relevant Consideration of Results Meeting. The Student Administrator, Undergraduate Campus Student Advisor or Postgraduate Course Coordinator can provide further advice. Forms are available from reception and all applications must be supported by relevant documentation (for example, medical certificate).

NB: Each unit in which special consideration is requested must be listed on the form.

### ***Submission of assignments***

#### **Albury Wodonga Campus:**

**Not relevant to first year students in the Bachelor of Nursing or Bachelor of Nursing with exception of the units NSGIENC**

Assignments must be submitted on or before the due date. Please attach a Divisional cover sheet and sign the Statement of Authorship. Place assignments in the relevant assignment box located in the health Sciences Foyer (near reception). It is the student's responsibility to place assignments in the correct box. Late penalties will apply to assignments placed in other boxes. Late assignments and those with extensions must be date stamped and signed by a staff member. **You should keep a copy of all work submitted.**

Electronic copies of work may be forwarded by email to the relevant lecturer on or before the due date.

### **Bendigo Campus:**

All nursing assignments must be submitted via the specific Pigeon-hole in the wall adjacent to the Faculty Office on the 2<sup>nd</sup> level of the Health building in. Please ensure that your assignment cover sheets include all necessary details and that you complete and attach a submission declaration of authorship to all assignments. Students are advised to keep a copy of all work submitted for assessment.

Boxes will be emptied at 12.00 noon on the due date.

### **Bundoora Campus:**

**Not relevant to first year students in the Bachelor of Nursing or Bachelor of Nursing/Bachelor of Midwifery with exception of the units NSG1ENC & MID1PRE**

All nursing assignments are submitted via assignment drop box on the 3<sup>rd</sup> level of the George Singer building in the reception area. Please ensure that your assignment cover sheets include all necessary details and that you complete and attach a submission declaration of authorship to all assignments. Students are advised to keep a copy of all work submitted for assessment.

The assignment box will be emptied at 5.00 pm (or earlier, if specified) on the due date by the relevant unit co-ordinator.

### **Clinical Schools:**

For those assignments to be submitted at one of the clinical schools lecturers will advise students of the location of the assignment boxes. Students who are based at a Clinical School who are required to submit an assignment to the Bundoora Campus, may lodge the assignment at the Clinical School where it will be date stamped, recorded as received and forwarded to Bundoora for marking.

### **Mildura Campus:**

Assignments must be handed in at the assignment box in the Brian Grogan Building. Please ensure that your assignment cover sheets include all necessary details and that you complete and attach a submission declaration of authorship to all assignments. Students are advised to keep a copy of all work submitted for assessment.

### **Shepparton Campus**

Assignments must be submitted (as per Albury Wodonga Campus) instructions above. All assignments must be placed in the assignment boxes (near the tutorial room in the Goulburn Valley Health Library).

### ***Collection of assignments***

**Not relevant to first year students in the Bachelor of Nursing or Bachelor of Nursing/Bachelor of Midwifery with exception of the units NSG1ENC & MID1PRE**

Once grades/marks are available, students may collect their papers from the Division of Nursing and Midwifery Reception (Bundoora and Albury Wodonga) or where specified at the individual Clinical Schools (including Shepparton & Mildura Campuses), during office hours and upon the presentation of the Student I.D. card. Any work submitted for assessment, which is not collected within six months, will be stored. If it is not collected within 12 months it will be destroyed.

### **Bendigo Campus**

Once grades/marks are available, students may collect their assignments from the Faculty Office located on level 2 of the Health building. Marked assignments may be collected between 9 a.m. and 5.00 p.m. on each week day. Students must provide their Student I.D. card before any assignment will be released. No student may collect an assignment for another student without written permission. . Any work submitted for assessment, which is not collected within six months will be stored. If it is not collected within 12 months, will be destroyed.

### **Results**

Majority of results will be made available on StudentOnline by the published release of result deadline.

The grades that may be awarded are as follows:

A	80 – 100%
B	70 – 79%
C	60 – 69%
D	50 – 59%
P	Ungraded Pass
N	Failure
NS	Did not present any work for assessment by examination or by other forms of assessment or both
SP	Special Examination granted
SA-A	Supplementary assessment granted
SA-E	Supplementary exam granted
W	Result Withheld
SAH	Calculated marks are above 50% but hurdle requirement(s) have not been met. Supplementary assessment is granted in the hurdle requirement(s)

### **Academic Progress decisions**

Progression and Completion Meetings are held twice per year where unit results for each semester of enrolment for each student are reviewed. All students with successful results are either deemed eligible to graduate or to re-enrol in the next semester or year of the course.

For students with a failure in one or more units, the Progression and Completion Members will require either:

- supplementary assessment in the unit(s)
- re-enrolment in the unit(s)
- a combination of a) and b)
- referral to an Academic Progress Committee

## **Supplementary assessment**

The supplementary assessment period is held in early January and late-June to early-August and as a result, **you are required to make yourself available**. *If you do not make yourself available for the supplementary period you risk failing the unit.* Failure to present for supplementary assessment will jeopardise progress to the next year of the course. Supplementary results are available via Studentonline after the supplementary Progression and Completion meeting.

The Supplementary Progression and Completion committee meets in late January and late July-early August. Students satisfactorily completing all units will be deemed eligible to either graduate or re-enrol. For those students recording a failure in one or more units the Progression and Completion meeting will require either:

- re-enrolment in the unit(s)
- referral to a supplementary Academic Progress Committee

Further details regarding assessment and examination are published in the University Statutes and Regulations, which may be viewed in the library. Please be advised there are no extensions granted for supplementary assessments and the final grade can be no greater than 50% D.

## **Lodgement of forms**

All forms, i.e. for Intermission, Withdrawal, Variation of Enrolment, Advanced Standing (Credit Applications), Change of Name, and Special Consideration etc (available at Nursing & Midwifery reception) should be submitted to your **Course Administrator**.

**NB:** You must ensure that La Trobe University has your current “correspondence” address at all times. You can change your address details on: **StudentOnline** (refer to “StudentOnline” for further information)

## **Important Dates**

<b>Semester 1</b>	
Semester 1 Commences: (may vary depending on the unit/s you are enrolled in)	2 March 2000
Mid Semester Break:	13 April – 19 April 2009
Semester 1 Concludes: (may vary depending on the unit/s you are enrolled in)	5 June 2009
Examination Period:	12 June – 2 July 2009
Sem 1 Results Published (via StudentOnline):	19 July 2009

<b>Semester 2</b>	
Semester 2 Commences: (may vary depending on the unit/s you are enrolled in)	27 July 2009

Mid Semester Break:	28 Sept – 4 Oct 2009
Semester 2 Concludes: (may vary depending on the unit/s you are enrolled in)	30 Oct 2009
Examination Period:	6 Nov – 26 November 2009
Sem 2 Results Published (via Student Online):	13 Dec 2009

## Undergraduate Nursing Courses

### *Courses available*

Course Name	Campus
Bachelor of Nursing (3 years)	AW, BE, BU, MIL, SH
Bachelor of Nursing (Division 2 Entry)	F/T: AW, BE, BU
Bachelor of Nursing (Graduate Entry) (2 years)	BU only
Bachelor of Nursing (Honours)	AW, BE, BU
Bachelor of Nursing/Bachelor of Midwifery (4 years)	BU
Bachelor of Nursing/Bachelor of Public Health (4 years)	BE only for continuing students

All Undergraduate Nursing programs are full-time study, leading to the award of a Bachelor degree and registration as a General Nurse (Division 1) with the Nurses Board of Victoria. The courses are offered at undergraduate level over three and four years, at graduate entry level (one year of advanced standing is awarded to eligible university graduates holding Bachelor degrees) or to Division 2 Registered nurses. Enrolment in a course is not normally offered on a part-time basis. In the event that part-time enrolment occurs due to academic or personal circumstance, all course requirements must be completed within a period of five years for 2 year degrees seven years for three year degrees or nine years for 4 year degrees.

### *Unit requirements*

Unit outlines, objectives, references and assessment details are provided at the commencement of each unit.

Attendance and participation contribute to the final result in some units, so please check requirements carefully.

Clinical experience is compulsory. Under the conditions of the Nurses Board of Victoria approval of the course, completed clinical experience time is recorded for each student. After successful completion of the course, this information is included in the Certificate of Completion prepared for each student and forwarded to the Nurses Board of Victoria as evidence of eligibility for registration as a general nurse. Throughout your course you may be required to undertake additional units of study and complete credit points additional to those required by your degree in order to be eligible for registration with the Nurses Board of Victoria.

## ***Police clearance procedures***

An annual Police clearance is required for all clinical placements in all courses and should be obtained in the year of study in order to comply with the requirements of most healthcare agencies. There is a nominal administrative fee (which is to be paid by the student) for a police check to be undertaken.

Information on applying for a Victorian Police Check will be handed out at the time of enrolment or during Orientation (depending upon which Campus you are attending), is available from the Division of Nursing & Midwifery reception and can also be downloaded from the LMS Administration sites. The use of a CVF number provided by the university will ensure you are eligible for any student discount on the cost of processing by Victoria Police.

The Victoria Police Check form must be countersigned by the Clinical Placement Officer or Division of Nursing and Midwifery Administration Staff. Upon completion it must be submitted to Victoria Police, using the address provided on the form.

When the police check is received from the Victoria Police, the original document needs to be sighted by a Clinical Placement Officer. Please ensure that this document is kept safe, as it must be presented at the commencement of all clinical, and without it students may not be permitted to remain on placement.

## ***Albury Wodonga and Shepparton, and Mildura***

As the Albury-Wodonga and Mildura campuses are located on the border of NSW and Victoria and Shepparton campus utilises clinical facilities in both States. We anticipate that students will be required to attend clinical placement in both States during their studies. Therefore clearance in both States is necessary for all nursing students.

### **Victoria**

Refer to the above section on Police clearance and also the information posted in LMS.

### **New South Wales**

The NSW Department of Health (NSW Health) require all students who attend placement at a facility within the NSW Public Health System to undergo a Police Security Check. One application is lodged at the commencement of studies to cover the period of the program (eg: 3 years full-time or part-time equivalent). Students must complete the application form together with a Prohibited Employment Declaration (see below) and lodge with the Clinical Administrative Officer. Students must also bring 100 points of ID and their Victorian Police Clearance to be sighted at the time of lodgement. Students who do not wish to provide their Victorian clearance need to discuss their options with the Albury/Wodonga Associate Head of Division of Nursing & Midwifery. Mildura students contact the Mildura Undergraduate Student Campus Adviser..

Security checks in New South Wales are free and must be lodged via the Clinical Administrative Officer, Room 6128 Albury Wodonga, (Mildura students lodge with Mildura Clinical Placement Coordinator) on or before the specified date of collection. Failure to do so will result in students obtaining their own clearance for a fee of \$36.00.

Failure to obtain these clearances may result in the refusal of clinical placement in some clinical settings.

## ***Child Protection Act***

All students undertaking clinical placements in New South Wales are required to complete the "Prohibited Employment Declaration" prior to placement. "With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment".

This declaration will be distributed to all students during Week 1, Semester 1 and must be returned to the Clinical Administrative Officer by the advertised dates on the student noticeboards. Failure to complete and return this form may result in exclusion from clinical placement in New South Wales venues.

## ***Confidentiality agreement***

All students are required to fill out a confidentiality agreement at the beginning of their course. This may have been sent to you with your enrolment pack (offer pack), but is also available on the LMS Administration sites, from Clinical Placement Officers, and from the Division of Nursing and Midwifery reception. The completed form must be submitted to your Clinical Placement Officer or Nursing and Midwifery reception.

## ***Immunisation***

It is strongly recommended that students undergo a medical examination with a view to preventing or detecting disease. As many institutions and hospitals are now requiring staff/students to provide proof of immunisations/testing, it is strongly recommended that students take steps to immunise or test themselves. For the recommended immunisations please refer to your Faculty of Health Sciences Undergraduate Manual.

In the case of students attending NSW Health placements, certain immunisations are mandatory. A copy of the NSW Guidelines is available in LMS.

## ***Clinical experience***

A clinical placement is any period of time a student nurse spends in a live healthcare venue, observing or putting into practice the theory and skills learnt in lectures and tutorials as part of their nursing studies. Clinical placement can range from a few hours to several weeks.

Clinical placements provide students with a working knowledge of health conditions and disability and the support services and options available in different communities, and greater awareness of interdisciplinary working relationships and respective roles and functions.

All clinical placements are organized by the Division of Nursing and Midwifery and there are approximately 900 hours of clinical placements in the Bachelor of Nursing Course across several clinical units. The Bachelor of Nursing/Bachelor of Midwifery course requires the student to undertake substantially more than this in a specialized midwifery setting.

The Nurses Board of Victoria recognizes the essential value of this kind of applied learning, and in fact stipulates that students must have spent a defined number of hours for each clinical unit in order to be able to pass the unit. The amount of time varies, and can be as little as 40 hours for NSG1ENC, to 240 hours for final year units.

## ***Agencies***

A healthcare organization where a clinical placement takes place is known as an agency. The nature of placement agencies varies according to the unit of study, and specific nursing skills being studied in that unit. For an acute nursing placement it is likely to be a hospital, often of considerable size, but a community nursing placement could take place in a prison, a community centre or working with a community nurse in a remote township in the bush.

## ***Clinical Educators***

A clinical placement is a fabulous opportunity for student to learn more about nursing in the field and gain confidence in their skills by dealing with real patients and real procedures. While they are on placement the students have the support of experienced Division 1 qualified nurses, who also help them reach learning objectives. These nurses are known as Clinical Educators and are usually sessional La Trobe staff, some of whom also teach theory units, however, some hospitals employ their own Clinical Educators.

## ***Unit Team Leaders***

Each unit is managed by an academic, known as a Unit Team Leader, who has specialized knowledge and experience in this area. It is they who are ultimately responsible for the appropriate and effective management of student clinical placements. However, the processes involved in managing placements are largely administrative, and so in most campuses an administration specialist known as a Clinical Placement Officer looks after the practical mechanics of the placement process.

## ***Allocation to Clinical Agencies***

Allocation to clinical placements is done either through manual allocation by the Clinical Placement Officer, based on the students' postal code, or through self selection using the OASIS system.

In the case of manual allocation, students may NOT be allocated to the agency closest to their home address in instances where it is necessary to utilise more distant placements to ensure all students receive a clinical placement.

In many cases, after placements are published, students will have a period of 1-2 weeks during which swaps between students will be permitted. Please note that placement swaps must be approved by both students contacting the Clinical Placement Officer, receiving approval for the swap and having it recorded in the Clinical Placement Database.

Students should ensure that they raise any serious transportation or extenuating circumstance relating to their placement IMMEDIATELY following the publication of placement allocations. While alternative arrangements cannot be guaranteed, it is often possible to address a range of difficulties relating to placements if students raise the issues promptly.

## ***Limitations of Clinical Placements***

Clinical placements for student nurses are a competitive market, with a number of Universities competing for clinical places and ever increasing student numbers in the face of the demand to fill national nursing shortages.

La Trobe Division of Nursing and Midwifery has established industry partnerships with many agencies and works hard to secure placements for all students, however it is important to be aware that the location and timing of placements is often determined by the limited availability of these placements.

It is quite possible that students may, at certain points in their studies, be allocated a placement which is not geographically convenient, or is at a time of the year when students may wish to be able to pursue other interests. Some placements may take place out of semester time. Also, in some, thankfully infrequent instances, placements are cancelled by the agencies due to unforeseen circumstances and an alternative may have to be secured at short notice.

While the Division of Nursing and Midwifery will make all reasonable efforts to find students a placement which avoids these difficulties, students should be aware that refusing a placement without serious extenuating circumstances, such as medical issues, may mean losing the opportunity to complete the clinical component of a unit and lead to repeating the unit in a subsequent semester or year.

### ***Clinical Placements and Student Vacations***

Please be aware that student vacations are not considered an extenuating circumstance for placement allocation. Students booking vacations during, or intersecting placement dates will not be guaranteed any provision for lost clinical time. Students refusing, on the basis of vacation bookings, alternative placements offered due to a cancellation of a placement by an agency, may also lose the opportunity to complete their clinical requirements.

### ***Information on Clinical Placements***

In most cases, information on clinical placement allocations and information on the location and starting times for the placement will be posted on the LMS Administration sites. In some cases students may be contacted by email regarding particular issues with placements, or via telephone. It is therefore very important that students regularly check student email and provide a mobile telephone number to student records, if available. It is also useful for students to have a fully functioning voicemail on mobile telephones, as important information may need to be provided via a voicemail, should the student be unavailable at the time of call.

### ***Going on Placement***

Most placements begin with a few hours or even a day's orientation to the healthcare agency, and clinical program to which students have been assigned. During this time the Clinical Educator will familiarise students with the facility and brief them on any issues relevant to their time spent there.

On the first day the Clinical Educators will also review First Aid Certificates (for your first placement) and Police Checks. Students arriving at placement without these documents are likely to be sent home and not permitted to commence placement until the documents are produced.

Generally the first day orientation starts at 08:00, however in subsequent days students will follow the shift pattern rostered by the Clinical Educator or the hospital.

This may involve all early shifts (usually 07:00 – 15:00 or 15:30), as is often the case with the first placement, subsequent placements will very likely involve a mixture of AM and PM shifts, with the PM shifts often starting at 13:00 and finishing at 21:00 or 21:30.

While an often rewarding experience, time spent on clinical placements can also be demanding and tiring; it is NOT recommended that students undertake any paid work during the period spent on placement as it can have a significant impact on achieving learning objectives and also on safety.

Rosters are sometimes determined on the first day in consultation with the Clinical Educator and the agency, and in some instances are provided beforehand, in which case they will be posted in the Clinical Placement Area of the LMS Administration Site relevant to each year level.

### ***While on Placement***

Clinical placements take place in live health settings where clients are entitled to, and expecting, professional care and support at a time that can sometimes be demanding, confronting or leave them feeling vulnerable. Students on clinical placement are also training to be professional healthcare workers and representing the University in a professional environment.

It is also expected that students will interact with relevant others in a courteous and professional manner. Each professional group has a Code of Ethics, which will be provided to all students prior to undertaking fieldwork. Students are expected to have read the Code of Ethics prior to commencing fieldwork. Students will be required to respect and respond to client needs, ensure the confidentiality of client material and hold the client's welfare as paramount.

### ***Attendance***

Attendance for all allocated clinical experience is compulsory (see earlier reference under unit requirements). Time missed from allocated clinical experience must be undertaken at a later time arranged by the Unit Co-ordinator. This may not be at the original venue, and may require significant travel to obtain a suitable place outside normal placement arrangements. Please note that when time lost is considered to be significant enough to prevent the successful completion of unit objectives, students will normally be required to repeat the unit.

### ***Assessment***

The Clinical Educator assesses student performance in each unit of clinical experience. A pass in the clinical assessment is necessary for successful completion of the unit. Supplementary assessment is not possible for clinical units. The Faculty of Health Sciences policies and procedures pertaining to clinical placements appear in Appendix 2.

### ***Professional dress***

For the vast majority of clinical placements students are required to wear the official uniform of the Division of Nursing and Midwifery. For the sake of good hygiene, it is recommended that students purchase two or more uniforms. This uniform should only be worn on La Trobe University placements.

If a student arrives at a placement inappropriately dressed, the Clinical Educator/Preceptor will send the student home to rectify this before they will be allowed to commence their clinical placement for that day. If this means that the majority of the day is missed, students will need to make up this time at the convenience of the University before they will be eligible to pass the unit.

## **Uniform for Women**

- Chambray blouse with Division of Nursing & Midwifery logo
- Navy trousers or culottes
- Black/blue lace-up or court shoes, or shoes that are deemed appropriate by the Clinical Facilitator/Preceptor/Clinical Coordinator
- Navy or grey stockings
- Name badge
- Runners are not to be worn

## **Uniform for Men**

- Chambray shirt with Division of Nursing & Midwifery logo
- Navy trousers or shorts
- Black/blue shoes or shoes that are deemed appropriate by the Clinical Facilitator/Preceptor/Clinical Coordinator
- Black/blue socks with trousers; long white socks may be worn with shorts.
- Name badge
- **Runners are not to be worn**

## **General Presentation**

- Some venues will request that students remove jewellery from facial piercing.
- Hair must be clean and tidy – long hair is to be tied back
- No excessive make-up or perfumes.
- No nail varnish or acrylic nails

## **Identification badge**

Each student will be required to wear an identification badge on all clinical placements. If placed at the Alfred or Austin Hospital these will be organised at the Hospital before placement. For all other clinical placements your badges can be ordered/purchased from the Image Shop, Agora. Students at Regional Campuses will be advised how to obtain these.

## ***Professional equipment***

### **What to Bring the First Day**

Always bring the following on the first day of ANY placement

- First Aid Certificate
- Criminal clearance letter (Police Check)

### **What to bring with you on each day of the clinical placement:**

- Immunisation record (if NSW placement)
- Clinical placement profile assessment folder
- Appropriate workbooks if applicable
- Appropriate reference textbooks
- Data analysis workbook
- Multi-coloured pen
- Stethoscope

- Watch with a sweep hand/digital watch
- Pair of scissors, 15cm blunt/sharp
- La Trobe University name badge, and
- Writing paper

Some of this equipment or a complete Health Assessment kit is available through the Image Shop, Agora. Students at Regional Campuses will be advised how to obtain these.

### ***Clinical Skills Laboratories***

Using the lab efficiently assists you to gain the practical knowledge necessary for patient care. First encounters with the lab will probably be for actual skills training sessions with your lecturers/tutors. It is recommended that you use this time to familiarise yourself with the environment so that private practice sessions will be more effective.

At the Bundoora Campus The Clinical Skills Laboratory is located on the 4th level of the George Singer Building.

At the Albury Wodonga Campus the Nursing Development Centre is located in the Health Sciences Building.

At the Bendigo Campus the Clinical Skills Laboratories are located on the 2nd level of the Health Sciences Building.

At the Shepparton Campus the Clinical Skills Laboratory is located on the Melbourne University site at Goulburn Valley Health.

Please note that the following dress code applies in all campuses:

- clothing must be neat and clean at all times;
- closed-in shoes are to be worn at all times.

Students cannot wear the following at any time:

- torn jeans
- mini skirts
- brief tops eg. tank tops
- revealing clothing
- sandals
- high heels
- excessive jewellery
- hair must be tied back and be clean and tidy.

**NB:** Please be advised that covered shoes must be worn inside the laboratory at all times. As this is University Policy you may be asked to leave the laboratory if you do not wear covered shoes.

### ***Laboratory classes***

These will be conducted by your lecturers/tutors and are compulsory. These sessions will be listed on your timetable.

## ***Student practice***

Bundoora students booking the lab must first check the Lab Booking Sheet,, to see if the date, time and bay you require are available. If so, fill in your surname on the sheet on the appropriate day and time. Please include the names of everyone in your group. If you have to cancel please let the Lab Manager know straight away so that the access time can be made available to another student.

Albury Wodonga students book the lab using the diary outside each lab.

Shepparton students book the lab in consultation with Beverley Guest-Smith.

Mildura students book the lab in consultation with Bev Blanch.

Bendigo students should liaise with Ms Karen Crimmins, Laboratory Technician.

At the end of each week, complete a Lab Record sheet with your details. Any time you spend in private laboratory practice will be recorded on your student profile, which is available on request to your Unit Co-ordinators and Clinical Teachers.

Lab record sheets handed in more than 2 weeks late may result in your hours not being added to your profile.

## ***Learning resources***

All labs contain a supply of educational resource material including text books and posters on various nursing related topics, and videos on various nursing skills. These items can be viewed within the labs. (The AV section in the library also has a large range of Nursing videos).

## ***Audiovisual equipment***

At the Bundoora Campus the lab has certain bays equipped with audiovisual recording facilities. Please take the opportunity to hone your skills by watching yourself in action!

At Albury Wodonga and Shepparton audiovisual equipment is also available. Please refer your enquiry to Reception (AW) or Beverley Guest-Smith (SH).

Similarly, Bendigo students should liaise in the first instance with Ms Karen Crimmins.

## ***Equipment borrowing (all campuses)***

Selected equipment is available on overnight loan. An equipment borrowing form will need to be completed and submitted to the Lab Manager. For security reasons it may be necessary to leave your student card when borrowing equipment. Sharps, such as syringe needles, scalpel blades and stitch cutters, are not available for borrowing because they constitute a hazard when disposed of in domestic rubbish.

## ***Teaching assistance***

The teaching assistance program in the Laboratory provides you with an opportunity to develop and review essential nursing skills.

To access the lab for practice with teaching assistance:

- speak to your Clinical Teacher/Lecturer and request a referral to the Skills Co-ordinator;
- email or ring the Clinical Skills Lab Manager to organise a suitable time for a lab booking.

At Bundoora, The Clinical Skills Laboratory Manager Ms Monica Peddle (Ph 9479 5903) is available to students to assist in lab practice.

At Albury-Wodonga, The Nursing Development Centre Manager Ms Samantha Clune (Ph 0260 249720) will be available to students to assist in lab practice.

At Mildura, the Manager is Ms Bev Blanch (Ph 03 5051 4067).

At Bendigo, the Manager is Ms Karen Crimmins and she can be contacted on 5444 7853.

### ***Nursing Laboratory at Bendigo***

The Nursing Arts Laboratory is located on the 2nd level of the Health Sciences building. Using the lab efficiently assists you to gain the practical knowledge necessary for patient care. First encounters with the lab will probably be for actual skills training sessions with your lecturers/tutors. It is recommended that you use this time to familiarise yourself with the environment so that private practice sessions will be much easier.

**NB:** Please be advised that covered shoes must be worn inside the laboratory at all times. As this is University Policy you may be asked to leave the laboratory if you do not wear covered shoes.

### ***Planning your Nursing career***

Planning ahead is essential now that you have embarked on your career path. No doubt you have some goals for your personal and professional future. Take time to write up your plans and set goals that go beyond the immediate timeframe. Various activities during the course will assist you with career planning and you will be provided with advice for development of a Curriculum Vitae (CV) and preparation for interview.

Applications for Graduate Year programs are co-ordinated through a Nursing Computer match program. All public hospitals and most private hospitals offering the program are listed electronically, which will be available from the LMS Administration site early in Semester 2. Relevant dates will be published on student noticeboards. All applications to listed hospitals must be made through this system. Personal applications should be made for any private hospital not listed in the LMS Administration site.

Advertisements regarding Graduate Year programs usually appear around June/July. Applications are submitted by early August and interviews commence soon after, continuing right up to December/January. When making applications for employment you will need to provide professional references, and your academic record.

Final year students are provided with clinical summaries of the major clinical units for use as references. A copy of interim results for the first semester of year 3 will be available from reception early in Semester 2.

You will also need to prepare a Curriculum Vitae to submit with your application. Activities and advice to support your preparation for your professional future will be provided in the unit NSG3NTF Nursing the future (for continuing students only) or NSG3PTN Professional Transitions in Nursing (for commencing students) conducted during Semester 1, Year 3.

# Postgraduate Nursing Courses

## *Courses available*

### **Master of Nursing in:**

- Acute Care
- Breast Cancer
- Cancer/Palliative Care
- Cardiac Care
- Child, Family & Community Nursing
- Critical Care
- Emergency Care
- Intensive Care
- Neonatal Intensive Care
- Nurse Practitioner
- Perioperative Care
- Perianaesthesia Care
- Renal Care
- Research Methods
- Spinal Care
- Urological and Continence Nursing

### **Master of Midwifery**

### **Postgraduate Diploma of Nursing Science in:**

- Child, Family and Community (Maternal & Child Health)
- Mental Health
- Midwifery Science

### **Doctor of:**

- Philosophy
- Nursing

The Division of Nursing and Midwifery offers Registered Nurses a wide variety of post-registration and postgraduate courses to enable them to meet their career aspirations, including specialist practice, education and management.

### ***Delivery mode for postgraduate units***

**Mixed Mode Education:** Students are provided with study guides and attend tutorials on-campus. The number of tutorials per unit depends on the unit - some have four and others eight—please check the timetable to find out how many tutorials each unit has.

**Distance Education:** Students study entirely off-campus and are provided with study guides and readings and lecturers provide support by email, phone or fax.

# APPENDIX 1

## ***Clinical Placement Policies & Procedures***

### ***8.5 Withdrawal from placement***

#### **8.5.1 Interpretation**

For the purposes of this policy and the procedures herein, the following definitions apply:  
'Placement' is the placement of a student into an Agency as part of the course requirements in order to gain experience from a workplace environment.

'Agency' is the facility or workplace environment in which the student undertakes professional placement and is deemed to be part of the Faculty.

'Supervisor' is the person or persons entrusted by the Faculty to oversee the professional placement according to the educational outcomes negotiated between the Faculty and the Agency. This person is able to give lawful direction to the student and is authorised by the University to ensure the safety of any person, the preservation of any property and the maintenance of good order.

'Placement Coordinator' is the person nominated by the School or Department to coordinate the student placement activities of that School or Department. Normally this person would be the academic course representative on the Faculty Clinical and Professional Education Committee.

'Placement Supervisor' is a person nominated by the School or Department to supervise student placements.

'Student' is defined as a person who is enrolled at the time of the placement and is placed at the Agency for the purpose of gaining experience in a workplace environment as part of course requirements. These procedures do not apply to volunteer work experience negotiated by the student outside of approved course requirements.

These procedures cover situations involving unsafe or unsatisfactory student performance in such professional placements. Decisions taken under this section are subject to any special arrangements or agreements made between the Faculty and the relevant Agency.

#### **8.5.2 Reasons for Withdrawal from Placement**

A student may be withdrawn from a placement where:

- 1 The student is consistently unable, after due instruction and guidance, to perform in a professional situation without an inappropriate or an unattainable degree of supervision from the Supervisor in relation to:
  - Professional skills involving patient/client comfort or safety;
  - The performance of technical procedures already taught, demonstrated and practised in a prior professional or practical situation;
- 2 The student performs in a manner detrimental to the learning experience of other students;
- 3 The student breaches the legal, ethical or professional codes relative to professional work;
- 4 The student demonstrates gross negligence in the performance of an assigned duty.

### 8.5.3 Reasons for Withdrawal from Placement

Where the Supervisor is of the opinion that a student should be withdrawn from a placement, the procedures to be followed are:

- 1 The Supervisor will inform the School Placement Coordinator of the student performance necessitating withdrawal as soon as possible within 24 hours of the Agency requesting a student to leave the clinical setting or the Agency's premises.
- 2 The School Placement Coordinator should make arrangements for a second and independent report or assessment to be made concerning the student. This second report or assessment should be made by a School Placement Supervisor. The report should be submitted to the Head of School for consideration within one week of being notified of the student's withdrawal from placement.
- 3 Where the Supervisor is also the Placement Coordinator, the matter should be referred directly to the Head of School who should arrange for a second and independent report or assessment to be made concerning the student and for the report to be submitted to the Head of School for consideration.
- 4 On the recommendation of the School Placement Coordinator, the Head of School may:
  - a) Negotiate with the Agency for the student to resume the placement under such conditions as the Agency deems necessary without academic penalty to the student;
  - b) Negotiate for the student to undertake a placement at another Agency without academic penalty to the student;
  - c) Deem that the student fails the placement at which time the result becomes part of the student's academic record to be considered at the Chief Examiners Meeting.
5. The student should be kept fully informed of the reasons for being withdrawn from placement and be given the opportunity to submit a written statement for consideration by the Head of School in determining the outcome. The student should be notified in writing of the reasons for being withdrawn and should be asked to submit a written statement to the Head of School within two weeks of the despatch of this notification.
6. The outcome should be determined and conveyed in writing to the student within one week of the Head of School receiving all statements. The School Placement Coordinator should also arrange for a meeting with the student to explain the decision and offer counselling if required.

## **APPENDIX 2**

### **1. Bachelor of Nursing (BN)**

La Trobe University, Faculty of Health Sciences, Division of Nursing and Midwifery, offers a 3 year (6 semester) full-time Bachelor of Nursing pre-registration course at undergraduate level.

This comprehensive course leads to registration as a Division 1 nurse with the Nurses Board of Victoria. It is a three-year pass degree course with provision for one year of advanced standing for graduate entrants and a fourth honours year.

The honours year is available for students who have achieved an outstanding academic record. Students who enrol in the honours stream may apply for registration as a Division 1 nurse at the completion of pass degree studies.

Part time places in the course will be available at the discretion of the course co-ordinator.

#### **Profile of the Graduate**

Graduates from the Bachelor of Nursing (BN) course will demonstrate commitment to the principles of primary health care and possess personal and political understanding of the principles it espouses. They will have a positive view of society, self and the profession which is personally empowering and works to support the empowerment of others.

Graduates, as skilled practitioners with critical thinking skills, will be active participants in the health care team. They will make reflective, knowledgeable and ethical practice decisions and have the capacity to establish the unique professional caring relationships central to nursing practice. They will demonstrate accountability through critical analysis of their practice role.

The course will enable students to graduate with a satisfactory level of competence as defined by Australian Nursing & Midwifery Council (ANMC). These ANMC competencies are specified as the basis for registration as a Registered Nurse Division 1.

#### **Course Structure**

##### **Curriculum**

To qualify for the Bachelor of Nursing award, a student must complete units with a total credit point value of 360 across six semesters of full-time study (or the part-time equivalent). This reflects university policy that each full-time academic year consists of 120 credit points. Credit points are weighted according to assessment and to clinical and theoretical components.

All students are required to complete core units (including clinical practice) and elective units, as outlined below. Entrance to an honours stream is available to those students who attain the required academic standard. Provision is made for graduate entry at the commencement of Semester 3 for appropriate candidates.

The following tables indicate the units offered by semester and the credit point weightings for each.

##### **Bachelor of Nursing Course Structure (AW, BE, BU, MI, SH)**

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

### **Honours Programs – A/W, BE, BU**

An honours stream, normally undertaken on a part-time basis over two years, is available as the fourth year of the course. To be eligible students should have achieved a B-grade average or above in third-year studies. Students with a Bachelor of Nursing from another institution may be considered for entry.

Students are assisted to demonstrate academic and investigate skills in critical review and analysis of data at a higher level than normally expected of pass-level students and to broaden and deepen their theoretical knowledge in the discipline of nursing as a preparation for graduate study.

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

## **2. Bachelor of Nursing - Graduate Entry Program – BU only**

### **Course Structure**

Students who are accepted for this course will be granted advanced standing equating to one year.

Students with no previous studies in human anatomy and physiology are required to complete a short course prior to the commencement of the course. Information on this courses is available from the Nursing Website.

Students are required to undertake the orientation program, seventeen specified units and to complete a program of clinical experience, normally within four semesters of full time study. The program structure is shown below. All units are currently offered within the Division of Nursing and Midwifery, Faculty of Health Sciences.

### **Bachelor of Nursing (Graduate-entry) Course Structure**

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

### **3. *Bachelor of Nursing – Division 2 Conversion***

#### **Course Structure**

The Bachelor is offered as a two-year, full-time program to selected Division 2 registered nurses. One year of advanced standing is granted to applicants with a Victorian Division 2 registration.

In addition, students are required to complete a human anatomy and physiology course prior to the commencement of the program.

**Bachelor of Nursing (Division 2 Conversion) Course Structure – AW, BE, BU,**  
<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

#### **4. Bachelor of Nursing/Bachelor of Midwifery – BU only**

The pre-registration course is offered at undergraduate and graduate entry levels by La Trobe University, Faculty of Health Sciences, Division of Nursing and Midwifery, Bundoora Campus.

This four-year double degree undergraduate program requires successful completion of 540 credit points of study (for continuing students) or 480 credit points of study (for commencing students only).

Successful completion of the course leads to registration as a Division 1 nurse with the Nurses Board of Victoria, with endorsement to practice as a midwife.

#### **Profile of the Graduate**

Graduates will be accountable health care practitioners committed to responding to persons, families and communities and the environment through participation in social change, health promotion, therapeutic intervention, and disease prevention. They will aspire to leadership roles in the health care system, possessing an in-depth understanding of the role of the nurse in social change and the ability to act from a sense of agency, responsibility and accountability in all settings.

#### **Course Structure**

The course has been devised to provide consistency of undergraduate nursing programs across the University campuses.

#### **Curriculum**

To qualify for the Bachelor of Nursing/Bachelor of Midwifery award, a student must complete units with a total credit point value of 540 across eight semesters of full-time study for continuing students or 480 credit points across eight semesters for commencing students only (or the part-time equivalent). Credit points are weighted according to assessment, clinical and theoretical components.

All students are required to complete core units (including clinical practicum) and elective units, as outlined below. Entrance to an honours program is available to those students who attain the required academic standard.

#### **Year 1 Bachelor of Nursing/ Bachelor of Midwifery Course Structure**

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

## **5. Bachelor of Nursing/Bachelor of Public Health – available only to continuing students**

The pre-registration course is offered at undergraduate and graduate entry levels by La Trobe University, Faculty of Health Sciences, Division of Nursing and Midwifery, Bendigo Campus.

This course combines studies in nursing and public health, including a major in health promotion/health education. The combined degree provides students with qualifications that prepare them for modern health care practice, as well as enhancing their employability; there is a great demand for graduates who can work in positions that require a combination of clinical and public health skills. Graduates will be eligible for Division 1 nursing registration, and will have the skills to work flexibly across hospital care, community care, illness prevention, and health promotion and education. This four-year double degree undergraduate program requires successful completion of 540 credit points of study.

Successful completion of the course leads to registration as a Division 1 nurse with the Nurses Board of Victoria and may be eligible for membership of the Public Health Association of Australia.

### **Course Structure**

The course has been devised to provide consistency of undergraduate nursing programs across the University campuses and the Bachelor of Public Health at the Bendigo campus.

### **Curriculum**

To qualify for the Bachelor of Nursing/Bachelor of Public Health award, a student must complete units with a total credit point value of 540 across eight semesters of full-time study (or the part-time equivalent). Credit points are weighted according to assessment, clinical and theoretical components.

All students are required to complete core units (including clinical practicum) and elective units, as outlined below. Entrance to an honours program in either nursing or public health is available to those students who attain the required academic standard.

### **Year 1 Bachelor of Nursing/ Bachelor of Public Health Course Structure**

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Undergraduate2009/index.php>

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